

## Sample Discipline Data Form

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Offense Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Referred By \_\_\_\_\_

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ Incident Number \_\_\_\_\_ Enrolled Division No. \_\_\_\_\_

Enrolled School No. \_\_\_\_\_ Incident Division No. \_\_\_\_\_ Incident School No. \_\_\_\_\_

Parent Contacted \_\_\_\_\_ Location of Infraction \_\_\_\_\_

Permanent Change in Placement \_\_\_\_\_ Offense 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ Sanction \_\_\_\_\_ Days \_\_\_\_\_

LEP \_\_\_\_\_ Hispanic Y/N \_\_\_\_\_ Race \_\_\_\_\_ Sped Code \_\_\_\_\_ Time \_\_\_\_\_ Gender \_\_\_\_\_ Firearm \_\_\_\_\_

Non Firearm \_\_\_\_\_ Law Enforcement \_\_\_\_\_ Victim \_\_\_\_\_ Alternate Placement \_\_\_\_\_

**Special Education Codes:** 03-MD; 04-OI; 05-VI; 06-HI; 07-SLD; 08-ED; 09-SLI; 10-OHI; 12-DB; 13-AUT; 14-TBI; 15-504; 16-DD; 19-ID **Time Elements:** 01-During school day; 02-School sponsored event; 03-Non-school sponsored event; 04-In transit

**Permanent Change in Placement:** Y or N (do not leave blank)

LEGEND – Law Enforcement \* Persistently Dangerous New Code

### Alcohol

AL1. or AC1. Alcohol Use  
AL1. or AC2. Alcohol Possession  
AL1. or AC3. Alcohol Sale or Distribution

### Arson/Actual/Attempted

AR1. or AS1. Arson Actual  
 AR1. or AS2. Arson Attempted  
 AR1. or AS3. Lighted Firecrackers/  
 Cherry Bombs/  
 Stink Bombs/  
 Contribute to a  
 Damaging Fire

### Assault/Battery

\* BA1. Assault/Battery/  
 Firearm or Other  
 Weapon/Staff  
BA2. Assault/Battery/No  
 Weapon/Staff  
\* BA3. Assault/Battery/Firearm or  
 Other Weapon/Student  
BA4. Assault/Battery/No  
 Weapon/Student  
\* BA5. Maliciously Wounding  
 without Weapon  
BA6. Assault/Battery w/o Injury

### Attendance

A1T. Attendance - Violations of  
 State, School Division or  
 School Policy relating to  
 Attendance

### Bomb Threat/Terrorist/

### Chemical/Biological

BB1. or BO1 Bomb Threat  
BB1. or BO2 Chemical/  
 Biological Threat

BB1. or BO3 Terrorist Threat  
BB1. or BO4 Setting off False  
 Fire Alarm

### Breaking and Entering/Burglary

BR1. or BK1. Burglary/Actual  
 BR1. or BK2. Burglary/  
 Attempted

### Bullying

BU1. Bullying  
 BU2. Cyber Bullying

### Disorderly Conduct

D1C. Disrespect/Walking Away  
 D2C. Defiance/Refuses Request  
 D3C. Disruptive Demonstrations  
 D4C. Possession of Obscene/  
 Disruptive Literature  
 D5C. Classroom/Campus Disruption  
 D6C. Obscene/Inappropriate  
 Language/Gestures  
 D8C. Minor Insubordination

### Drug Violations

D4G. Over the Counter Med\Use  
 D5G. Over the Counter Med/Possession  
 D6G. Over the Counter Med  
 Sale/Distribution  
 D15. Possession of Inhalants  
 D16. Use of Inhalants  
DR1. or DG7. Marijuana Use  
DR1. or DG8. Marijuana Possession  
DR1. or DG1. Schedule I & II Use  
DR1. or DG2. Schedule I & II Poss.  
\* DR4. or DG3. Schedule Sales and  
 Distribution  
\* DR4. or DG9. Marijuana Sale/Distribution

DR5. or D10. Other Drug Use/Overdose  
DR5. or D11. Other Drug Possession/  
 Paraphernalia Possession

DR5. or D12. Other Drug Sale/Distribution  
DR2. or D17. Substances Represented as Drugs  
 (Look-alikes)  
\* DR4. or D19. Anabolic Steroid Sale/Dist.

DR1. or D20. Anabolic Steroid Use and  
 Poss.  
DR1. or DG5. Synthetic marijuana-Use or  
 Possession  
DR4. or DG6. Synthetic Marijuana-Sale or  
 Distribution

DR3. Theft or Attempted Theft of  
 Prescription Medication

### Electronic Devices/Inappropriate Use

C1M. Beepers  
 C2M. Cellular Telephones  
 C3M. Other Electronic Devices

### Extortion

EX1. or ET1. Extortion  
 EX1. or ET2. Attempted Extortion

### Fighting/Conflict

FA2. Fighting/No or Minor  
 Injury/Mutual Participation  
 F1T Altercation/confrontation/No Injury

### Gambling

G1B. Gambling

### Gang Activity

GA1. Gang Activity

### Harassment

HR1. Harassment

### Hazing

H1Z Hazing

### Homicide

- \*HO1. Homicide vs. Staff/Firearm
- \*HO2. Homicide vs. Student/Firearm
- \*HO3. Homicide vs. Staff/Other Weapon
- \*HO4. Homicide vs. Student/Other Weapon

### Inciting a Riot

RT1. or RG1. Inciting a Riot  
RT1. or RG2. Attempting to Incite a Riot

### Kidnapping

- \*K11. Kidnapping

### Other Violations

S1V Inappropriate Personal Property  
S2V Misrepresentation  
Other Violations  
S3V Other School or Code of Conduct Violation not otherwise included

### Robbery/Person/Force or Threat of Force

- \*RO1. or RB1. Actual
- \*RO1. or RB2. Attempted

### Stalking

ST1. Stalking

### Sexual Offenses

- SB1. Sexual Battery against Staff
- SB2. Sexual Battery against Student
- SX0. Sexual Harassment
- SX1. Offensive Sexual Touching/Staff
- SX2. Offensive Sexual Touching/Student
- \*SX3. Sexual Assault Staff/Rape
- \*SX4. Sexual Assault Student/Rape
- SX5. Attempted Sexual Assault/Staff/Rape
- SX6. Attempted Sexual Assault/Student/Rape
- SX7. Sexual Offense w/out Force/Lewd Behavior/Indecent Exposure
- \*SX8. Aggravated Sexual Battery/Student less than age 15

### Technology Use Violations

T1C. Unauthorized Use of Technology or Information  
T2C. Causing/Attempting to Cause Damage to Computer/Hardware, Software/Files  
T3C. Violation of Acceptable Use Policy  
T4C. Violation of Internet Policy

### Threats/Verbal/Physical

- TI1. Threat/Intimidation vs. Staff/Physical/Verbal
- TI2. Threat/Intimidation vs. Student/Physical/Verbal

### Theft/No Force

- TH1. or TF1. Theft/School Property
- TH1. or TF2. Theft/Staff Property
- TH1. or TF3. Theft/Student Property
- TH1. or TF4. Possession/ Stolen Property
- TH2. or TF6. Attempted Theft or Theft of Motor Vehicle

### Tobacco Offenses

- TB1. or TC1. Tobacco Use
- TB1. or TC2. Tobacco Possession
- TB1. or TC3. Tobacco Sale/ Distribution

### TB2 Electronic Cigarettes Possession/Use/Sale/ Distribution

T4B Bringing Tobacco Paraphernalia to School or School Event

### Trespassing

TR1. Trespassing

### Vandalism

- VA1. or VN1. Vandalism of School Property
- VA1. or VN2. Vandalism of Private Property
- VA1. or VN3. Graffiti

### Weapons

- WP0. Pneumatic Weapon-BB, Pellet, or Paint Ball Gun
- \*WP1. Weapon Handgun/Pistol
- \*WP2. Weapon Shotgun/Rifle
- W3P. Toy/Look-alike Gun to School/Event
- W1P Possession of Ammunition
- W2P Possession of Chemical Substance
- \*WP4. Weapon, Expels a Projectile Knife to School/Event
- \*WP6. Possession of Explosive Device/Live Ammunition
- \*WP7. Use of Bomb or Explosive Device
- \*WP8. Zip Gun/Starter Gun/Flare Gun
- WP9. Other Weapons
- WT1. Taser
- WS1. Stun Gun
- W8P. Razor Blades, Box Cutter, knife (less than 3 inches) School/School Event
- W9P. Fireworks/Firecrackers/Stink Bombs at School/School Event

### Sanction Codes

- 01 Special Ed. In-School Suspension
- 02 Short-Term (1 to 10 days)
- 03 Long-Term (11 to 364 days)
- 04 Expulsion (365 days)
- 05 Special Ed. Weapons and Drugs only (1 to 45 days)
- 06 Special Ed. (VA Supreme Ct.)
- 07 Used with Offense Codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, DR4 (0-364 days)
- 99 No Disciplinary Sanction (0 days)

### Racial/Ethnic Codes

- 01 American Indian/Alaska Native
- 02 Asian
- 03 Black or African American
- 05 White
- 06 Native Hawaiian/Other Pacific Islander
- 07 Am. Ind./Alaska Nat. & Asian
- 08 Am. Ind./Alaska Nat. & Black or African Am.
- 09 Am. Ind./Alaska Nat. & White
- 10 Am. Ind./Alaska Nat. & Nat. Hawaiian
- 11 Asian & Black or African Am.
- 12 Asian & White
- 13 Asian & Nat. Hawaiian
- 14 Black or African Am. & White
- 15 Black or African Am. & Nat. Hawaiian
- 16 Nat. Hawaiian & White
- 17 Am. Ind./Alaska Nat., Asian & Black or African Am.
- 18 Am. Ind./Alaska Nat., Asian & White
- 19 Am. Ind./Alaska Nat., Asian & Nat. Hawaiian
- 20 Asian, Black or African Am. & White
- 21 Asian, Black or African Am. & Nat. Hawaiian
- 22 Black or African Am., White & Nat. Hawaiian
- 23 Black or African Am., Nat. Hawaiian & Am. Ind./Alaska Native
- 24 White, Black or African Am. & Am. Ind./Alaska Native
- 25 White, Nat. Hawaiian, & Am. Ind./Alaska Native
- 26 White, Nat. Hawaiian, & Asian
- 27 Am. Ind./Alaska Nat., Asian, Black or African Am. & White
- 28 Asian, Black or African Am., White & Nat. Hawaiian
- 29 Black or African Am., White, Nat. Hawaiian & Am. Ind./Alaska Native
- 30 White, Nat. Hawaiian, Am. Ind./Alaska Native & Asian
- 31 Nat. Hawaiian, Am. Ind./Alaska Native, Asian & Black or African Am.
- 32 Am. Ind./Alaska Nat., Asian, Black or African Am., White & Nat. Hawaiian

### Codes Requiring Victim Counts

BA1	HO1	SB1	SX6	TI1
BA2	HO2	SB2	SX8	TI2
BA3	HO3	ST1	TH1	BU2
BA4	HO4	SX0	TF1	
BA5	HR1	SX1	TF2	
BU1	KI1	SX2	TF3	
EX1	RO1	SX3	TF4	
ET1	RB1	SX4	TH2	
ET2	RB2	SX5	TF6	
H1Z				
SX7	May or may not have victim count			

